

Memorandum

TO: Sue Sillick, Montana Department of Transportation
FROM: George Mazur, Cambridge Systematics
DATE: December 23, 2008
RE: Contract #308603, Progress Report for November 2008

■ 1.0 Summary

This Progress Report summarizes Cambridge Systematics' (CS) activities and progress on project work tasks and deliverables in support of contract #30863, *Smart Transportation and Land Use Planning*. The project was initiated on September 18, 2008.

■ 2.0 Work Progress and Accomplishments for November 2008

The following bullets describe the work that was undertaken by the CS team during this reporting period.

- Task 1 - The research team continued the identification and assembly of tool examples (subtask 1.3), as well as the review of Montana planning documents (subtask 1.1). A draft of the web-based survey and survey invitation list (subtask 1.2) were prepared and released for review by the Technical Panel. Based on an initial review, a revised survey was prepared by the research team and posted on November 25. As of 11/30/08, work is still *in progress* on all elements of Task 1, with subtasks 1.1 and 1.3 on schedule for completion for mid-December.
- Task 2 - The research team, in consultation with the Technical Panel, has decided to conduct Tasks 1 through 3 concurrently. This month's efforts on Task 2 have included further identification and assessment of potentially well-developed tools from locations outside of Montana, and assembly and cataloging of resource material.
- Task 3 - The research team, in consultation with the Technical Panel, has decided to conduct Tasks 1 through 3 concurrently. However, expenditures have not been incurred in Task 3 as of 11/30/08.
- Task 4 - Work has not initiated on this task.
- Task 5 - Work has not initiated on this task.

■ 3.0 Project Schedule

- The planned and actual time schedule is shown in Table 1. As noted in our October Progress Report, work on Tasks 2 and 3 initiated ahead of schedule on September 18, 2008.

Table 1 – Planned and Actual Time Schedule

| Task | Scheduled Start Date | Scheduled Completion Date | Actual Start Date | Actual Completion Date | Percent Work Complete as of 11/30/08 | Task Budget | Estimated Expenditures as of 11/30/08 | Estimate Percent Expended as of 11/30/08 |
|---|----------------------|---------------------------|-------------------|------------------------|--------------------------------------|-------------|---------------------------------------|--|
| 1. Literature Review and Scan | 9/18/2008 | 1/15/2009 | 9/18/2008 | n/a | 35% | \$ 80,328 | \$ 28,200 | 35% |
| 2. Compilation and Analysis | 12/15/2008 | 3/15/2009 | 9/18/2008 | n/a | 15% | \$ 46,852 | \$ 6,616 | 14% |
| 3. Gap Analysis | 2/15/2009 | 6/15/2009 | 9/18/2008 | n/a | 0% | \$ 39,834 | \$ - | 0% |
| 4. Stakeholder Engagement and Tool Refinement | 4/15/2009 | 8/15/2009 | n/a | n/a | 0% | \$ 51,601 | \$ - | 0% |
| 5. Toolkit Development and Deployment | 7/15/2009 | 10/31/2009* | n/a | n/a | 0% | \$ 81,261 | \$ - | 0% |
| Project Total | | | | | | \$ 299,875 | \$ 34,816 | 12% |

* Task 5 completion date represents submittal of Draft Project Report.

■ 4.0 Project Issues

- As of November 30, the web-based survey in Task 1.2 is still pending MDT review and implementation. Further, the follow-up surveys in Tasks 1.2 and 1.4 cannot begin until the review of current practices and web-based surveys are completed in mid to late December. The research team will provide an update plan and schedule that will slightly restructure the work flow while keeping the deliverables on schedule.

■ 5.0 Fiscal Expenditures

- The attached invoice reflects total team expenditures of \$34,816 through November 30, 2008.
- The total *estimated* expenditure represents about 11.6% of total project funds.